

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, July 17, 2017, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Sup. Andy Nicholson – Chair, Corday Goddard - Vice-Chair, Tom Deidrick, and Ann Hartman

MEMBERS ABSENT: Andy Williams

OTHERS PRESENT: Robyn Hallet, Cheryl Renier-Wigg, Stephanie Schmutzer, Matt Roberts, Pat Leifker, Tara Hansen, Jayme Valentine, and Leigha Casper

APPROVAL OF MINUTES:

1. Approval of the minutes from the June 19, 2017, meeting of the Brown County Housing Authority. (0:00:41)

A motion was made by C. Goddard and seconded by A. Hartman to approve the minutes from the June 19, 2017, meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

No communications.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program: (0:01:01)
 - A. Preliminary Applications
P. Leifker reported that for the month of June, there were 134 preliminary applications received.
 - B. Unit Count
The unit count for the month of June was 3,144.
 - C. Housing Assistance Payments Expenses
The June HAP expenses totaled \$1,396,113.
 - D. Housing Quality Standard Inspection Compliance
There were a total of 343 inspections, of which 129 passed the initial inspection, 87 passed the reevaluation, 95 resulted in a fail, and 32 were no shows.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
P. Leifker reported on data through June 2017. There were 345 port outs with an associated HAP expense of \$308,800. ICS was underspent by \$5,167.78 and the FSS program was overspent by \$106.61.
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
P. Leifker reported there were 90 program participants in the FSS program. Of that number, 49 are at level one, 17 in level two, 13 in level three, and 11 in level four.

There were three new contracts signed, one graduate, 46 open escrow accounts, and 52 homeowners.

G. VASH Reports (new VASH and active VASH)

There was one new VASH client in June, and 27 active participants in the VASH program.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

For the month of June, there were no new investigations assigned, three previous investigations were closed and five remain active. There were 43 applications processed, 41 were approved, and two were denied. The next two graphs displayed the breakdown of Initial Applications by Municipality, with Green Bay, Ashwaubenon and De Pere as the highest; then the graph of Fraud Investigations by Municipality.

I. Quarterly Langan Denials Report

P. Leifker reported that two applicants were denied in June due to previous drug possession. ICS did not have access to that information at first, but Langan and Associates were able to find it. This is one of the benefits of hiring a company for private investigations. When an applicant is denied, they receive a letter with copies of the documentation so that they know why they are being denied.

J. Quarterly Active Cases Breakdown

The cases were broken down into four categories: the head of household is either elderly or disabled; the head of household is not elderly or disabled, but there is some income; the head of household is not elderly or disabled, has no earned income, but there are minors in the household; and the head of household is not elderly or disabled, there are no minors in the household, and there is no income.

K. Quarterly End of Participation

There were 100 total terminations of which 31 were due to family obligations violations, 31 clients self-terminated, and 11 clients were deceased.

L. Quarterly Customer Service Satisfaction

P. Leifker reported the results of the Quarterly Customer Service Satisfaction Survey. 88 percent of respondents rated the customer service as "excellent", two percent indicated "very good", one percent indicated "good", two percent indicated "fair", and seven percent indicated "poor". The target was to have 90 percent of the respondents indicate "excellent" or "very good" on the survey, and the goal was reached.

C. Goddard inquired about why the "poor" category seemed slightly larger than normal during this report. M. Roberts indicated that there was a correlation of those who answered "poor" and those who were denied, or received an answer they did not like.

A motion was made by T. Deidrick and seconded by C. Goddard to receive and place on file the Report on Housing Choice Voucher Rental Assistance Program. Motion carried.

OLD BUSINESS:

3. Consideration with possible action regarding Sup. Andy Nicholson's request to the Brown County Board of Supervisors (referred to the Administration Committee) to review the possibility of combining the Green Bay Housing Authority and the Brown County Housing

Authority with possible action to seek advantages and disadvantages of the merge.
(0:09:45)

A. Nicholson shared that he placed this communication at the city and county level to see what the advantages/disadvantages would be. He is still waiting for a response from the Corporation Counsel. This communication was originally submitted to the administration committee for review. He suggested that this communication be received and placed on file, to see what comes out of the Administration Committee.

A motion was made by C. Goddard and seconded by A. Hartman to receive and place on file the communication. Motion carried.

4. Consideration with possible action on approval of the Homebuyer Assistance Program Funding Proposal from NeighborWorks® Green Bay. (0:13:50)

R. Hallet provided a recap of this item, as discussed at the last BCHA meeting. NeighborWorks® and BCHA staff discussed the Authority's concerns. Tara Hansen from NeighborWorks® was present to address any further questions that the Authority might have.

T. Hansen stated that the goal of this program is to deconcentrate areas affected by poverty by adding a greater incentive to participants if they choose to buy outside of the city limits.

R. Hallet summarized issues that came up at the last meeting. NeighborWorks® had originally requested \$300,000; however, the BCHA had only budgeted \$150,000. NeighborWorks® and BCHA staff mutually decided to go with the budgeted \$150,000, and if the program goes well, the Authority could discuss an increase in funding at that time.

Another discussion topic was about how exactly this program would incentivize people to purchase outside of the City of Green Bay. R. Hallet stated that loans made to people inside of the city limits would amount to a maximum of \$5,000, while loans made to people purchasing outside of the city limits could obtain a maximum of \$7,500 in down payment and closing cost assistance. The income limits of households would also differ depending on whether the participant is purchasing within or outside of the City of Green Bay. Finally, only a maximum one third of the loans would be granted to those purchasing within the city limits.

Staff also discussed boundaries for the two different geographical areas and decided that city limits would be the most logical rather than creating other boundaries. A. Nicholson suggested that a clause be added to the plan stating that these loans will only be granted to those purchasing single family homes.

A motion was made by C. Goddard and seconded by A. Hartman to approve the Homebuyer Assistance Program Funding Proposal from NeighborWorks® Green Bay with the change limiting participants to single family homes only. Motion carried.

NEW BUSINESS:

5. Consideration with possible action on approval of the Violence Against Women Act (VAWA) Emergency Transfer Plan and related changes to Chapter 16 of the Administrative Plan. (0:22:00)

R. Hallet stated that this plan is a requirement of HUD. A model plan was provided, and was adapted to make the plan more applicable to the voucher program in addition to the public housing program. A sheet was also attached with information about local organizations that offer services to victims of domestic violence. No changes were made to Chapter 16 except for the addition of the Emergency Transfer Plan.

T. Deidrick suggested that an addition be made to the list of local organizations, if a new organization were to be created.

A motion was made by T. Deidrick and seconded by C. Goddard to approve the Violence Against Women Act Emergency Transfer plan and related changes to Chapter 16 of the Administrative Plan with the addition of a statement mandating that new organizations be added to the local organizations list should they surface in the future. Motion carried.

6. Consideration with possible action on a voting process for a Resident Commissioner. (0:25:10)

R. Hallet stated that a voting process to choose a new resident commissioner was suggested at the last BCHA meeting. After staff reviewed this suggestion, they decided it would not be necessary to develop a voting process. C. Renier-Wigg clarified that this would be a process by which program participants would vote for a representative, who would then be brought forward to the County Executive for appointment.

A motion was made by A. Hartman and seconded by C. Goddard to not pursue the development and implementation of a voting process for a resident commissioner. Motion carried.

T. Deidrick inquired about the process for choosing a new resident commissioner, should the current one choose to leave. R. Hallet stated that this could be handled by talking to the resident advisory board and staff to identify those who may be interested. If there is no interest, the County Executive may appoint someone from the community.

C. Goddard stated that this suggestion was made at the last meeting as a way of democratizing the process if there were to be more than one candidate interested. C. Renier-Wigg suggested that if there were several candidates, the County Executive may vet them out to determine the best candidate.

A motion was made by T. Deidrick and seconded by C. Goddard to receive and place on file the consideration of a voting process for a Resident Commissioner. Motion carried.

BILLS AND FINANCIAL REPORT:

7. Consideration with possible action on acceptance of BCHA bills. (0:30:32)

S. Schmutzer explained there are three bills, which are for the GBHA, the City of Green Bay, and insurance bills.

A motion was made by T. Deidrick and seconded by A. Hartman to approve and place on file the BCHA bills. Motion carried.

8. Consideration with possible action on acceptance of BCHA financial report. (0:31:17)

S. Schmutzer said that there was nothing out of the ordinary to present at this point.

A motion was made by C. Goddard and seconded by A. Hartman to approve and place on file the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

9. Date of next meeting: August 21, 2017. (If needed) (0:31:55)

R. Hallet stated that the month of August, is usually very light where the Authority is concerned and may not necessitate a meeting. She asked that the Authority members keep the date of the next meeting on their calendars while knowing that it is possible the meeting may be cancelled.

R. Hallet suggested an additional item that was not on the agenda, the Lead the Way Training.

A. Nicholson stated that because the training was not on the agenda, it would have to be discussed at the next meeting.

A. Nicholson also suggested that future meeting times be changed to 4:00 P.M. instead of 3:30 p.m. He asked that the Authority members email him to let him know if that works for them. R. Hallet expressed that the previous meeting, which was changed to 4:30, caused many inconveniences for staff. Some staff have conflicts because of child care issues or other obligations. Also, Room 604 has another meeting the same date as BCHA meetings which staff start setting up for at 5:00 p.m., so if BCHA meetings are expected to be long, we may have to move to another room which then does not have the same technology, thus requiring additional set up. In short, changing the meeting time causes many disruptions.

A motion was made by C. Goddard and seconded by A. Hartman to adjourn at 4:07 p.m. Motion carried.

LNC: RAH